

FIFTH DISTRICT COURT OF APPEAL, STATE OF FLORIDA

300 South Beach Street, Daytona Beach, FL 32114

January 8, 2019

**Administrative Order AO5D19-01
In re: Electronic Filing via Statewide Portal**

WHEREAS the Supreme Court of Florida has, in Administrative Order AOSC18-74, required that all filings made to the Fifth District Court of Appeal be submitted electronically via the Florida Courts E-Filing Portal (the "statewide portal"), except when a paper filing is authorized, and has further required that such electronic submissions via the statewide portal "shall comply with all relevant Florida Rules of Appellate Procedure, Florida Rules of Judicial Administration, and Florida Supreme Court Standards for Electronic Access to the Courts"; and

WHEREAS the Supreme Court of Florida has, in Administrative Order AOSC 18-74, expressly provided that the Fifth District Court of Appeal will continue to use the eDCA system to serve all "acknowledgment letters, orders, opinions, mandates, and other outgoing filings on electronic filers through a link provided by eDCA Casemail," it is ORDERED that:

- 1) Effective January 10, 2019, all filings submitted to the Fifth District Court of Appeal shall be submitted electronically via the statewide portal, unless a paper filing is authorized. All such filings must comply with the pertinent Florida Rules of Appellate Procedure, Florida Rules of Judicial Administration, and Florida Supreme Court Standards for Electronic Access to the Courts;
- 2) This Court will continue to use eDCA to serve all outgoing filings on electronic filers via a link provided by eDCA Casemail. Pursuant to SCAO18-74, "all electronic filers remain obligated to register as eDCA users and remain responsible for ensuring their email addresses are current in their eDCA accounts";
- 3) All lower court clerks, lower tribunal clerks, and state agency clerks within the jurisdiction of the Fifth District Court of Appeal shall transmit all documents (including notices of appeal, records on appeal, and supplemental records on appeal) via the statewide portal, unless prior approval is obtained to submit an oversized record via the FTP server. Notice of Appeal Transmittal Forms are not required to be submitted;
- 4) Court reporters desiring to file any papers or motions with this Court (including acknowledgments and requests for extension of time to prepare transcripts) are required to register with the statewide portal and file documents electronically via the statewide portal; and

- 5) Electronic payment of appellate filing fees (including case initiation fees, cross appeal fees, and joinder fees) and pro hac vice fees via the statewide portal is hereby authorized. Appellate filing fees may also be paid by cash, check, or money order directed to the Fifth District Court of Appeal. Payment of other costs, such as copying costs, must be made by cash, check, or money order directed to the Fifth District Court of Appeal.


This Order supersedes this Court's Administrative Order AO5D13-05 (E-Filing by Registered Users of eDCA); AO5D12-03 (Amended) (E-Filing by Registered Users of eDCA); and AO5D12-2 (Amended) (Electronic Filing of Notices of Appeal by Lower Tribunal Clerks and Papers and Motions by Court Reporter). Administrative Order AO17-02 (Acceptance of Sound Files in Emergency Situations), is withdrawn inasmuch as the statewide portal does not accept sound files.

DONE AND ORDERED at Daytona Beach, Florida on January 8, 2019.



Kerry J. Evander, Chief Judge

ATTEST:



Joanne P. Simmons, Clerk of Court

